



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATCS-E

29 AUG 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 8, Equal Opportunity (EO)

1. Reference AR 600-20, Army Command Policy, 27 Apr 10.
2. Diversity in today's Army is reflective of the changing Nation we serve. I am engaged in and committed to the concepts, policies, and objectives of the Army's EO Program. I expect all leaders to ensure a workplace where all Soldiers support our mission without discrimination or harassment based on race, color, national origin, gender, or religion.
3. I am strongly committed to ensuring discrimination does not exist in our policies, practices, or actions and expect no less than complete support by all within TRADOC. Successful mission accomplishment is dependent upon an environment where diversity of thought is honored, policies and procedures are transparent, inclusion is practiced, and all team members are treated with dignity and respect.
4. Commanders, leaders, and supervisors should encourage Soldiers to first use their chain of command to resolve their complaints. In the event a Soldier wishes to file an EO complaint, procedures for doing so are enclosed. Leadership will ensure that anyone filing a complaint alleging unlawful discrimination or sexual harassment will be protected from acts or threats of reprisal or retaliation.
5. This policy is effective until superseded or rescinded.

Encl


ROBERT W. CONE
General, U.S. Army
Commanding

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(see next page)

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TRADOC PROCEDURES FOR PROCESSING EO COMPLAINTS

1. The EO complaints processing system addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, and national origin. Attempts should always be made to solve the problem at the lowest possible level within an organization.
2. An informal EO complaint is any complaint that a Soldier or Soldier's Family member does not wish to file in writing. Informal EO complaints may be resolved directly by the individual, with the help of another unit member, the Equal Opportunity Leader, the commander, or another person in the complainant's chain of command. An informal EO complaint is not subject to time suspense.
3. A formal EO complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal EO complaints are filed with the organization or unit's Equal Opportunity Advisor. Formal EO complaints require specific actions, are subject to timelines, and require documentation of the actions taken. An individual files a formal EO complaint using a DA Form 7279 (Equal Opportunity Complaint Form).
4. Soldiers have 60 calendar days from the date of the alleged incident in which to file a formal EO complaint. This time limit is established to set reasonable parameters for the inquiry or investigation and resolution of complaints, to include ensuring the availability of witnesses, accurate recollection of events, and timely remedial action. If a formal complaint is received more than 60 calendar days after the alleged incident, the commander may still conduct an investigation into the allegations or appoint an investigating officer. In deciding whether to conduct an investigation, the commander should consider the reason for the delay, the availability of witnesses, and whether a full and fair inquiry or investigation can be conducted.
5. Although the processing of EO complaints through the unit chain of command is strongly encouraged, it will not serve as the only channel available to Soldiers to resolve complaints. Should the complainant feel uncomfortable in filing an EO complaint with his/her unit chain of command, or should the complaint be against a member of that chain of command, a number of alternative agencies exist through which the issues may be identified for resolution. Each of these agencies provides expertise in very specific subject areas. Commanders will not preclude Soldiers from using these channels in accordance with the procedures inherent/established by these agencies:
 - a. Someone in a higher echelon of the complainant's chain of command.
 - b. Inspector general.
 - c. Provost marshal.
 - d. Staff judge advocate.

Encl

e. Chaplain

f. Medical agency personnel

g. Chief, Community Housing Referral and Relocation Services Office

6. Soldiers who knowingly submit a false EO complaint (a complaint containing information or allegations that the complainant knew to be false) may be punished under the UCMJ.